

# **AGENDA**

## **MEETING OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE CITY OF HOLLISTER REDEVELOPMENT AGENCY**

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DATE: Thurs. February 26, 2015 Time: 3:00 P.M. City Hall 375 Fifth St., Hollister, CA

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***ANYONE WISHING TO ADDRESS THE OVERSIGHT BOARD PLEASE STEP  
FORWARD AND STATE YOUR  
NAME AND ADDRESS TO THE SECRETARY***

This Oversight Board has been created pursuant to §34161 through §34190 of the Health and Safety Code for the sole purpose of overseeing the actions of the Successor Agency to the City of Hollister Redevelopment Agency. In accordance with §34179 (h) of the Health and Safety Code, all Oversight Board ("Board") actions shall not be effective for five business days, pending a request for review by the State Department of Finance ("Department"). In the event that the Department requests a review of a given Board action, it shall have forty days from the date of its request to approve the Oversight Board action or return it to the Board for reconsideration. In the event that the Department returns the Board action to the Board for reconsideration, the Board shall resubmit the modified action for Department approval, and the modified Board action shall not become effective until approved by the Department.

Persons who wish to speak on matters set for Public Hearing will be heard when the presiding officer calls for comments from those persons who are in support of/or in opposition hereto. After persons have spoken, the hearing is closed and brought to Commission level for discussion and action. There is no further comment permitted from the audience unless requested by the Chairman.

### **Call to Order**

**Oath of Office:** Oath of Office will be given to Director Smith

### **Pledge of Allegiance**

**Roll Call:** Members: Bill Avera, Jamie De La Cruz, Raymond Friend, Steve Kinsella, Holly McWhinnie, Brandy Smith, John Tobias

### **Verification of Agenda Posting**

**A. Approval of Minutes:**

1. Approve minutes of the September 25, 2014 meeting. **[Pages 4-5]**

**B. Communications from the Public on Items Not Listed on the Agenda:** This is the time for anyone in the audience to speak on any item not on the agenda and within the subject matter jurisdiction of the Oversight Board. When the Oversight Board calls your name, please come to the podium, state your name and address for the record, and speak to the Board. Each speaker will be limited to two minutes. Please note that state law prohibits the Oversight Board from discussing or taking action on any item not on the agenda.

**C. Consent – None**

**D. New Business**

1. **Recognized Obligation Payment Schedule 15-16 A [PAGES 6-12]**

The Board will consider approval of Resolution No. 2015-01 OB, a resolution approving the Recognized Obligation Payment Schedule 15-16A for the period of July 1, 2015 to December 31, 2015.

2. **Appointment of Department of Finance Contact Peron [PAGE 13]**

The Board will consider designating a replacement to the City of Hollister for contact person for submittal of Oversight Board actions to the Department of Finance.

**E. Reports of the Successor Agency, Board, and County Auditor Controller.**

1. Reports from Successor Agency Staff.
2. Reports from the Oversight Board members.
3. Report from the County Auditor Controller.

**ADJOURNMENT**

**NEXT REGULAR MEETING:** March 26, 2015

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the City Clerk's office at City Hall, 375 Fifth Street, Hollister and the Development Services Department, Successor Agency Office 339 Fifth Street, Monday through Friday, 8:00 am to noon, 1:00 pm to 5 pm (offices closed between 12:00 and 1:00 p.m.). Such documents are also available on the City of Hollister website at [www.hollister.ca.gov](http://www.hollister.ca.gov) subject to staff's ability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (831) 636-4300 Ext 16. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II].



## **MINUTES**

### **SPECIAL MEETING OF OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF HOLLISTER**

**September 25, 2014, 3:00 p.m.**

**PLEDGE OF ALLEGIANCE:** Director Friend led the pledge of allegiance.

**VERIFICATION OF AGENDA POSTING:** The meeting agenda was posted at City Hall on September 18, 2014 at 4:14 p.m. per Government Code Section 65954.2(a).

**ROLL CALL:**

Present:	Bill Avera, Jaime De La Cruz, Raymond Friend, Holly McWhinnie, Helen Swanson
Absent:	Steve Kinsella, John Tobias
Staff Present:	Brett Miller, Mary Paxton
San Benito County Staff Present:	None

**1. Approval of Minutes:**

<b>ACTION:</b> Director Avera moved to approve the minutes of the April 24, 2014 Oversight Board meeting. Director Swanson seconded. Motion passed 5-0-2.
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**COMMUNICATIONS FROM THE PUBLIC:** None

**CONSENT CALENDAR:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Report C-1 Recognized Obligation Payment Schedule 14-15B:**

<b>ACTION:</b> The Board received the report on Recognized Obligation Payment Schedule 14-15B. Director Avera moved to approve Resolution 2014-06 OB approving Recognized Obligation Payment Schedule 14-15B and Director Friend seconded. Motion passed 5-0-2.
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**Report D-1 Reports from Successor Agency Staff.** None

**Report D-2 Reports from the Oversight Board Members:** None.

**Report D-3 Reports from the Oversight County Auditor Controller:** None

**ADJOURNMENT:**

<b>ACTION:</b> Director Friend made a motion to adjourn the meeting at 3:14 p.m. Director McWhinnie seconded. Motion carried 5-0-2.
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Chair of the Oversight Board

ATTEST:

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William B. Avera, Secretary



**STAFF REPORT  
OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE CITY  
OF HOLLISTER REDEVELOPMENT AGENCY AGENDA**

**DATE:** February 20, 2015  
**STUDY SESSION DATE:** N/A

**AGENDA ITEM:** D-1 Resolution  
**MEETING DATE:** February 26, 2015

- **TITLE OF ITEM:** Resolution 2015-01 OB, Resolution of the Oversight Board of the City of Hollister former City of Hollister Redevelopment Agency (RDA), adopting Recognized Obligation Payment Schedule 15-16A (ROPS) for the period July 1, 2015 to December 31, 2015.
- **BRIEF DESCRIPTION:** The Oversight Board will consider approval of a resolution approving Recognized Obligation Payment Schedule (ROPS) 15-16A for the period July 1, 2015 to December 31, 2015 and an Administrative Cost Budget and Administrative Cost Allowance.
- **STAFF RECOMMENDATION:** Adopt Resolution No. 2015-01 OB, approving the Recognized Obligation Payment Schedule 15-16A.

**DEPARTMENT SUMMARY:** The City Council, acting in its capacity for the Successor Agency approved the attached Recognized Obligation Payment Schedule (ROPS) 15-16A on January 20, 2015. The deadline for submittal of ROPS 15-16A to the Department of Finance and State Auditor Controller is March 2, 2015. Staff used the template released by the Department of Finance (DOF) on January 9, 2015 to prepare ROPS 15-16A and completed the validation required by the DOF prior to submittal to the Oversight Board.

Staff recommends that the Oversight Board review the Recognized Obligation Payment Schedule 15-16A and administrative cost allowance for the period of July 1, 2015 to December 31, 2015 and approve Resolution 2015-01 OB approving the ROPS and directing staff to forward the ROPS to the Department of Finance.

**ATTACHMENTS:** Resolution, Attachment 1 - Recognized Obligation Payment Schedule 15-16A with Administrative Budget and Administrative Cost Estimates.

<b>CEQA:</b>	Approval of the ROPS is exempt from CEQA
<b>DEPARTMENT:</b>	Development Services Department, Successor Agency
<b>CONTACT PERSON:</b>	Mary M. Paxton
<b>PHONE NUMBER:</b>	(831) 636-4316



**RESOLUTION NO. 2015-01 OB**

**RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF HOLLISTER ("FORMER RDA"), ADOPTING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 15 -16A FOR THE PERIOD JULY 1, 2015 TO DECEMBER 31, 2015**

**WHEREAS**, Health and Safety Code Section 34177(l)(2)(A) and (m) requires the Successor Agency of the former City of Hollister Redevelopment Agency to prepare and approve a recognized obligation payment schedule (the "ROPS") and make associated notifications and distributions for the period of July 1, 2015 to December 31, 2015 which is attached to this resolution as Exhibit 1;

**WHEREAS**, on January 20, 2015 the Successor Agency reviewed and approved a Recognized Obligation Payment Schedule (ROPS), and an administrative budget (the "Successor Agency Administrative Budget") for the period July 1, 2015 to December 31, 2015; and

**WHEREAS**, the ROPS approved by the Successor Agency was prepared using a template provided by the Department of Finance as required by Health and Safety Code Sections 34177 (m) and 34186 (a) (b) and was verified on the Department of Finance web site prior to distribution to the county administrative officer, the county auditor-controller and the Oversight Board; and

**WHEREAS**, Health and Safety Code Section 34177(l)(2)(A) and (m) requires approval of a ROPS for the first six months of 2015 and submittal of the approved ROPS to the California Department of Finance and the County Auditor Controller no later than March 2, 2015; and

**WHEREAS**, at a public meeting held on February 26, 2015, the Oversight Board considered the staff report, written and oral testimony for the Recognized Obligation Payments Schedule 15-16A; and

**NOW THEREFORE BE IT RESOLVED** that the Oversight Board, hereby approves the Recognized Obligation Payment Schedules (ROPS) 15-16A for the period July 1, 2015 to December 31, 2015 attached to this resolution as Exhibit 1.

**BE IT FURTHER RESOLVED** that all costs of, liabilities of, and claims against the Successor Agency and/or the Oversight Board shall be solely the costs and liabilities of the Successor Agency and/or the Oversight Board and shall not be costs of, liabilities of, and/or claims against the City.

**BE IT FURTHER RESOLVED** that the Oversight Board hereby authorizes and directs the Development Services Director or the Director's designee, acting on behalf of the Oversight Board, to file, post, mail or otherwise deliver via electronic mail, internet

posting, and/or hardcopy, all notices and transmittals necessary or convenient in connection with the approval of the ROPS, approval of the Successor Agency Administrative Budget and other actions taken pursuant to this Resolution.

**APPROVED** February 26, 2015 by the Oversight Board to the Successor Agency to the City of Hollister by the following vote:

**AYES:**

**NOES:**

**ABSTAINED:**

**ABSENT:**

\_\_\_\_\_  
Chair,

**ATTEST:**

\_\_\_\_\_  
Bill Avera, Board Secretary



## EXHIBIT 1 Page 1

**Recognized Obligation Payment Schedule (ROPS 15-16A) - Summary**

Filed for the July 1, 2015 through December 31, 2015 Period

Name of Successor Agency: <u>Hollister</u>		
Name of County: <u>San Benito</u>		

  

Current Period Requested Funding for Outstanding Debt or Obligation		Six-Month Total
Enforceable Obligations Funded with Non-Redevelopment Property Tax Trust Fund (RPTTF) Funding		
A	Sources (B+C+D):	\$ -
B	Bond Proceeds Funding (ROPS Detail)	-
C	Reserve Balance Funding (ROPS Detail)	-
D	Other Funding (ROPS Detail)	-
E	Enforceable Obligations Funded with RPTTF Funding (F+G):	\$ 4,220,663
F	Non-Administrative Costs (ROPS Detail)	4,095,663
G	Administrative Costs (ROPS Detail)	125,000
H	Current Period Enforceable Obligations (A+E):	\$ 4,220,663

  

Successor Agency Self-Reported Prior Period Adjustment to Current Period RPTTF Requested Funding	
I	Enforceable Obligations funded with RPTTF (E):
J	Less Prior Period Adjustment (Report of Prior Period Adjustments Column S)
K	Adjusted Current Period RPTTF Requested Funding (I-J)
	\$ 4,211,041

  

County Auditor Controller Reported Prior Period Adjustment to Current Period RPTTF Requested Funding	
L	Enforceable Obligations funded with RPTTF (E):
M	Less Prior Period Adjustment (Report of Prior Period Adjustments Column AA)
N	Adjusted Current Period RPTTF Requested Funding (L-M)
	4,220,663

  

Certification of Oversight Board Chairman: Pursuant to Section 34177 (m) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named agency.		Name Title
/s/ _____ Signature		Date

EXHIBIT 1 Page 2

Recognized Obligation Payment Schedule (ROPS 15-16A) - ROPS Detail July 1, 2015 through December 31, 2015 (Report Amounts in Whole Dollars)																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
Item #	Project Name / Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	Funding Source							
										Non-Redevelopment Property Tax Trust Fund (Non-RPTTF)						RPTTF	
										Bond Proceeds	Reserve Balance	Other Funds	Non-Admin	Admin	Six-Month Total		
								\$ 39,909,381	Y	-	\$ -	\$ -	\$ -	\$ 125,000	\$ 4,220,653		
2	2003 Tax Allocation Bond	Bonds Issued On or Before 12/31/10	8/1/2003	10/1/2032	Union Bank of California	Tax exempt (TE) 2003 Bond - TE 2009 Bond- Fire Stat. 1, W.	Hollister	7,260,000	N				2,428,138		\$ 2,428,138		
3	2009 Tax Allocation Bond	Fees	7/22/2009	10/1/2032	Union Bank of California	Gateway Streetscape, Paving	Hollister	37,730	N				3,500		\$ 3,500		
4	Fiscal Agent Fee for Bonds	Fees	8/1/2003	10/1/2032	Union Bank of California	Fiscal agent fees for bonds	Hollister	61,650	N				10,000		\$ 10,000		
5	Bond Expense Funds				Wildan Financial Services	Annual continuing disclosure for bonds	Hollister		N								
7	Successor Agency Admin Costs	Admin Costs	2/1/2012	1/1/2032	City of Hollister	Successor Agency Administrative Costs	Hollister	3,750,000	N					125,000	\$ 125,000		
10	Prospect Villa apartments	Miscellaneous	10/4/2010		Hollister Inv. Group IV	Tenant Based Rental Assistance	Hollister	150,000	N				25,000		\$ 25,000		
12	Property asset maintenance	Property Maintenance	1/1/2014	6/30/2104	City of Hollister	Weed abatement	Leatherback		N						\$ -		
18	Contract for consulting services	Legal	1/1/2015	12/31/2015	To be determined	Successor Agency Legal counsel	Hollister	1	Y	-	-	-	-	-	\$ -		
28	Prospect Villa apartments/Rent assistance	Miscellaneous	1/1/2014	6/30/2104	Hollister Inv. Group IV	Prospect Villa II left off of ROPS I	Hollister		N						\$ -		
29	Successor Agency Property Insurance	Property Maintenance	8/1/2003	6/30/2013	Hartford Fund	Health & Safety Code section 34171 (d) (F) property insurance for Leatherback and 400 Block grassy lot properties held for resale	Hollister		N						\$ -		
32	ROPS II funds returned to County as part of the due diligence report	Miscellaneous	1/1/2014	6/30/2104	Successor Agency	Funds returned to County/ taxing agencies which caused the agency to have negative cash	Hollister		N						\$ -		
33	2014 Tax Allocation Refunding Bond	Bonds Issued After 12/31/10	8/13/2014	8/13/2032	Union Bank of California	2014 Tax Allocation Refunding Bonds	Hollister	28,650,000	N	-	-	-	1,629,025	-	\$ 1,629,025		
34									N						\$ -		
35									N						\$ -		
36									N						\$ -		
37									N						\$ -		
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67									N						\$ -		

EXHIBIT 1 Page 3

Recognized Obligation Payment Schedule (ROPS 15-16A) - Report of Cash Balances

(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see <a href="https://rad.dof.ca.gov/rad-sa/pdf/Cash_Balance_Agency_Tips_Sheet.pdf">https://rad.dof.ca.gov/rad-sa/pdf/Cash_Balance_Agency_Tips_Sheet.pdf</a> .										
A	B	C	D	E	F	G	H	I		
	Cash Balance Information by ROPS Period	Fund Sources								
		Bond Proceeds		Reserve Balance			Other	RPTTF	Comments	
		Bonds issued on 12/31/10 or before	Bonds issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, Grants, Etc. Interest, Etc.	Non-Admin and Admin			
ROPS 14-15A Actuals (07/01/14 - 12/31/14)										
1	Beginning Available Cash Balance (Actual 07/01/14)	4,451,648							2,351,688	
2	Revenue/Income (Actual 12/31/14) RPTTF amounts should tie to the ROPS 14-15A distribution from the County Auditor-Controller during June 2014	185	37,227,498				4,204			
3	Expenditures for ROPS 14-15A Enforceable Obligations (Actual 12/31/14) RPTTF amounts: H3 plus H4 should equal total reported actual expenditures in the Report of PPA, Columns L and Q								2,555,647	
4	Retention of Available Cash Balance (Actual 12/31/14) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	2,840,994	34,795,659							
		1,610,839	2,431,839							
5	ROPS 14-15A RPTTF Prior Period Adjustment RPTTF amount should tie to the self-reported ROPS 14-15A PPA in the Report of PPA, Column S								9,622	
6	Ending Actual Available Cash Balance C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,204	\$ (213,581)		
ROPS 14-15B Estimate (01/01/15 - 06/30/15)										
7	Beginning Available Cash Balance (Actual 01/01/15) (C, D, E, G = 4 + 6, F = H4 + F4 + F6, and H = 5 + 6)	\$ 1,610,839	\$ 2,431,839	\$ -	\$ -	\$ -	\$ 4,204	\$ (203,959)		
8	Revenue/Income (Estimate 06/30/15) RPTTF amounts should tie to the ROPS 14-15B distribution from the County Auditor-Controller during January 2015									
9	Expenditures for ROPS 14-15B Enforceable Obligations (Estimate 06/30/15)									
10	Retention of Available Cash Balance (Estimate 06/30/15) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	1,610,839	2,431,839							
11	Ending Estimated Available Cash Balance (7 + 8 - 9 - 10)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,204	\$ (203,959)		



Recognised Obligation Payment Schedule (ROPS 1.5-18). Report of Prior Period Adjustments  
Reported for the ROPS 14-15 (July 1, 2014 through December 31, 2014) Period. Payment to Health and Safety Code (HSC) section 34100 (a)  
(Report Amounts in Whole Dollars).

PAGE 12 OF 13

**STAFF REPORT  
OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE REDEVELOPMENT  
AGENCY OF THE CITY OF HOLLISTER AGENDA**

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**DATE:** February 20, 2015  
**STUDY SESSION DATE:** N/A

**AGENDA ITEM:** D-2 - Report  
**MEETING DATE:** February 26, 2015

- **TITLE OF ITEM:** Appoint a replacement for Bill Avera as the contact person for Department of Finance inquiries regarding Oversight Board activities.
- **BRIEF DESCRIPTION:** The Board will appoint a replacement for Bill Avera as the contact person for the Department of Finance inquiries regarding Oversight Board activities.
- **STAFF RECOMMENDATION:** Staff recommends that the Board consider the staff report, discuss, and by motion designate Mary Paxton as the interim contact person for Department of Finance inquiries regarding Oversight Board actions until a Development Services Director is hired.

**DEPARTMENT SUMMARY:** All Oversight Board actions approved by resolution are forwarded to the State Department of Finance for final review. Section 34179 (h) of the Dissolution Act requires each Oversight Board to designate an official that the Department of Finance may contact when it reviews Oversight Board actions. Bill Avera was appointed as the contact person when he was working primarily as the Development Services Director. Bill Avera is now the City Manager of the City of Hollister, the Executive Director of the Successor Agency and serves on the Oversight Board. Staff is recommending the appointment of Mary Paxton as an interim contact person to the Department of Finance until a permanent Development Service Director is hired. It is recommended that the new Director will automatically become the contact person to the Department of Finance.

**ATTACHMENTS:** None

**CONTACT PERSON:** Mary M. Paxton (831) 636-4316 Ext 16  
**DEPARTMENT HEAD:** William B. Avera (831) 636-4360